Digitization Standards

Digitization Standards for Graphics and Photographs:

- ❑ Text and graphic material scanned at 300 ppi minimum.

- ❑ Recommended resolution is 3,000 to 5,000 pixels across the long dimension.

- ❑ Color photographs need a 24-bit color used for bit depth.

- ❑ Black and White require 9-bit grayscale standard.

- ❑ File format must be TIFF.

- ❑ High-quality gold or silver CD-R disks are required for storage.

- ❑ Professional grade scanner should be used.

- ❑ Scanner plate must be kept clean.

- ❑ Photos must lie flat and straight on the scanner bed

- ❑ File names will be determined by the California State Library and provided in advance.

- ❑ The California State Library retains the rights to original pictures.

Digitization Standards for Audiocassettes:

- ❑ Sampling rate of at least 44.1 kHz at 16 bits per sample.

- ❑ The channel pattern of the original should be maintained, e.g. stereo, mono, or muli-channel.

- ❑ The file format should be broadcast WAV.

- ❑ Digitization should be done by direct audio connection. The use of microphones is not permitted.

- ❑ File names will be determined by the California State Library and provided in advance.

- ❑ High-quality gold or silver CD-R disks are required for storage.

- ❑ The California State Library retains the rights to original cassettes.

Digitization Standards for VHS tapes:

- ❑ Digitization should be done by direct audio and video connection. No video cameras or microphones are to be used.

- ❑ The format is MPEG-2 with a resolution of 720 x 480, 8Mbps variable bit rate (VBR). Audio sampling to be done at 48kHx, 16 bit, 384 kbps.

- ❑ Files names will be determined by the California State Library and provided in advance.

- ❑ High quality DVD disks are required for storage.

- ❑ The California State Library retains the rights to original VHS tapes.